
Procedures for Managing Used Equipment

Transfer from Store to Store

Follow this step to transfer used equipment from Store to Store:

| Step | Action |
|------|---|
| 1 | Fill out the Change of Asset form and submit. A copy will go to Accounting and to the Regional Facilities Manager to coordinate the transfer. |

Disposal

Follow this step to dispose of used equipment:

| Step | Action |
|------|---|
| 1 | Fill out the Change of Asset form and submit. A copy will go to Accounting and to the Regional Facilities Manager to coordinate the disposal. |
